

DRAFT Meeting Notes

Public Safety Radio Strategic Planning Committee (PSRSPC)

Thursday, October 15, 2009 | 9:00 a.m. to 10:05 a.m.
Cal EMA Headquarters / 3650 Schriever Ave. Mather, CA 96566

Meeting Purpose: Review August 11, 2009 meeting minutes; Adopt Communication Assets Survey and Mapping (CASM) database naming convention; Review of 2010 Report to the Legislature approach; Statewide remote sites management effort update; Legislative update.

Next Meetings: ➡ December 15, 2009 PSRSPC Meeting, tentatively 1:00 to 3:00 p.m.

Action Items:

1. **Cal EMA staff** will put the New Member Binder on the PSRSPC website as a PDF.
2. Seeking advice and involvement from agencies legislative staffers, **the TWG** will develop the content that needs to be written into each section of the 2010 Report to the Legislature. The next version of the report outline will be sent to the executives for further review prior to the next PSRSPC meeting on December 15, 2009.
3. **The TWG, along with Cal EMA Interoperability staff**, will conduct an internal/external business process review to support the ongoing remote sites management effort.
4. **Cal EMA** will send around the latest version of SB 828 to PSRSPC members.

Decision Items:

1. August 11, 2009 meeting minutes approved with no changes
 2. The PSRSPC decided that the *New Member Binder* will be posted on the PSRSPC website as a PDF file.
 3. The group agreed to reduce the length of future meetings, whenever possible. The next PSRSPC meeting, December 15, 2009, will be tentatively scheduled for two hours.
 4. *The executives agreed on a new level of TWG empowerment: "If it is technical in nature and/or without any implications to statewide policy or procedures then the TWG is empowered to make decisions. Gray areas of interpretation will be brought to the SWIC (Michael Crews) to determine if the issue needs to be brought to the Executives or not."*
 5. The PSRSPC agreed to use the Federal Communications Commission (FCC) national database as the standard naming convention approach for data entry in to CASM. The 2010 Report to the Legislature will be shorter than the 2009 report, but will not be in brochure format.
 6. **The TWG, along with Cal EMA Interoperability staff**, will conduct an internal/external business process review to support the ongoing remote sites management effort.
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Welcome and Introductions

Meeting facilitator Sarah Rubin, California State University, Sacramento, Center for Collaborative Policy (CCP), introduced herself and called the meeting to order. She explained that this was the third quarterly meeting of the PSRSPC, and that the meeting would be followed by the joint PSRSPC/CalSIEC meeting. Ms. Rubin turned to Robert Samaan, California Emergency Management Agency (Cal EMA), for some opening remarks.

Chair's Comments

Robert Samaan (Cal EMA) welcomed everyone to the meeting. On behalf of Secretary Matt Bettenhausen (Cal EMA), he apologized that the Secretary would be unable to attend the meeting, due to his attendance at an event in San Jose for the Great Shakeout exercise. He reminded the group that the Great Shakeout would occur at 10:15 a.m., right after the meeting.

Mr. Samaan thanked the Technical Working Group (TWG) for its efforts in developing naming conventions for the Communication Assets Survey and Mapping (CASM) tool, as well as the work done on the outline for the PSRSPC 2010 Report to the Legislature. He introduced Michael Crews (Cal EMA), the California Statewide Interoperability Coordinator (SWIC). Mr. Crews introduced his three new staff members, Tony Broom, Brenda Metzger, and Carly Goodrich, thanking them for the tremendous planning effort that went into the meeting today.

Sarah Rubin (CCP) reviewed the meeting purpose, desired outcomes and the meeting packets.

Action Items from the August 11, 2009 Meeting

August 11, 2009 PSRSPC Draft Meeting Minutes

The PSRSPC approved the August 11, 2009 meeting minutes with no changes.

Public Records Act (PRA) Update

Robert Samaan (Cal EMA) explained that CASM is a federally protected database, and that Cal EMA does not have direct access to it beyond its own agency information. Each agency will need to consider its own public records requirements in order to protect itself. In the past, Cal EMA has had success in working with the public to meet its needs. Due to the fact that CASM is federally protected, it provides another layer of security that PSRSPC member agencies do not currently have..

New Member Binder

The PSRSPC decided that the *New Member Binder* will be posted on the PSRSPC website as a PDF file.

PSRSPC Meeting Length

Robert Samaan (Cal EMA) said that the duration of past PSRSPC meetings has been too long. In an effort to shorten the meetings and save time, he suggested that some agenda items, such as website updates, be deferred to the TWG. In addition, more PSRSPC issues could be dealt with through email or conference calls, in between regularly scheduled PSRSPC meetings.

Reggie Chappelle, California Highway Patrol (CHP), felt that shorter meetings would be a good idea as long as they are balanced. He reminded the group that the meetings were lengthened originally because the agendas were very full.

Colonel Don Turos, California Military Department (CMD), suggested that conference calls and webinars were a good way to take care of smaller issues between the required quarterly meetings.

The group agreed to cut down on the length of future meetings, whenever possible. The next PSRSPC meeting on December 15, 2009 will be tentatively scheduled for two hours.

Seeking opportunities to further reduce meeting length, it was agreed by the group (see exact language below) that the TWG should be empowered to make certain decisions that would not need to be brought back to the PSRSPC for confirmation.

“If it is technical in nature and/or without any implications to statewide policy or procedures then the TWG is empowered to make decisions. Gray areas of interpretation will be brought to the SWIC (Michael Crews) to determine if the issue needs to be brought to the Executives or not.”

Robert Samaan (Cal EMA) thanked CCP for the years of work that they have put into the interoperability effort. Sarah Rubin (CCP) stated that it has been a great project to work on, and that CCP’s ultimate goal is to build capacity within agencies and to transition off of projects when capacity has been created.

Communication Assets Survey and Mapping (CASM) Naming Convention

On behalf of the TWG, George Lowry (Cal EMA) gave a short presentation on the TWG recommendation for CASM naming conventions. At its last meeting, the PSRSPC agreed on a goal to input the minimum recommended data into the CASM database by December 31, 2009. As a result, the group realized that a standard naming convention was needed for sites where radio equipment is co-located.

Mr. Lowry explained that the criteria used to develop the naming conventions were that it needed to be free and comprehensive. The Office of the State Chief Information Officer, Public Safety Communications Division (OCIO-PSCD) has an existing, very comprehensive database of names. However, it falls short in that it does not name locations where state agencies do not have equipment.

The Federal Communications Commission (FCC) national database has a useful import function that imports data by radio call sign, including latitude/longitude data. Mr. Lowry said that the TWG adopted the FCC database as the database to use for CASM data entry.

Colonel Don Turos (CMD) said that the military department uses the National Telecommunications and Information Administration (NTIA) standards, but that the Military Department will be able to adapt to the national database for the purposes of CASM. Mr. Lowry said that providing a *CASM wish-list* to the developers of CASM would be helpful as they prepare for the next version of the database.

The PSRSPC agreed to adopt the CASM naming convention approach, as recommended by the TWG.

2010 Report to the Legislature Outline

On behalf of the TWG, Tonya Thomas, Emergency Medical Services Authority (EMSA), reviewed the draft outline of the 2010 Report to the Legislature, as developed by the TWG.

PSRSPC members expressed concern over some of the suggested approaches to the report for this year. Some members felt it would be too short in length and that a brochure would not be an appropriate format for the Report to the Legislature. Others felt that if all pictures were eliminated from the report, it would be too bland to look at and legislators might be less likely to read it.

Members agreed that a middle ground between last year’s report and a much shorter report would be the best approach for 2010. The members also agreed that input and involvement from agencies legislative staffers should be sought out for this effort.

The TWG will start to develop the content that needs to be written into each section of the report. The next version of the report outline will be sent to the executives for further review prior to the next PSRSPC meeting on December 15, 2009.

Remote Sites Management

Michael Crews (Cal EMA) gave an overview of the recent TWG efforts and discussions regarding remote sites management. At the last PSRSPC meeting, the executive members tasked the TWG to begin step one of the

remote sites recommendation: “Assemble a team of existing vault/tower owners (key participants: CHP, CalFIRE, CalTrans, OCIO, TWG, SPAWAR and other States) and hire outside consultants, if needed.”

As the TWG discussed who should be included in the remote sites workgroup, group members came to the conclusion that before it begins building a database, it is crucial to define what types of information needs the database will support. There is currently no single point of contact for managing remote sites in the State. Each agency has different needs and different ways of doing business that will affect the design and function of the database. Mr. Crews explained that the TWG feels it would be helpful to do an assessment survey for all agencies to determine the different business practices and needs of each agency, with regard to a centralized statewide database for remote sites. He also suggested the possibility of hiring outside consultants to do the initial research. Only after the PSRSPC has the information on each agency’s internal and external policies and procedures will it be able to build a database that meets the needs of all member agencies.

Some members inquired who the point of contact would be for managing each agency’s information. Mr. Crews responded that it depends on how each agency manages its sites. Other members felt that the common point of contact for all agencies lies in the Office of the State Chief Information Officer, Public Safety Communications Division (OCIO-PSCD). Glen Nash (OCIO-PSCD) reminded the group that the responsibility for maintenance of each facility lays at the agency level, and that OCIO-PSCD is not responsible for towers and facility management.

Reggie Chappelle (CHP) said that the building of the database is a first step in the area of remote sites management. A centralized statewide database will assist agencies in knowing when equipment needs to be replaced, and will also help agencies leverage funding.

As a next step, Robert Samaan (Cal EMA) suggested that the internal/external business process review be conducted. He said that Cal EMA could work with the OCIO-PSCD, and that the new interoperability staff at Cal EMA could possibly do the review themselves.

One member asked whether or not some of the business process review could come out of the CAPSCOM 10 Year Strategic Planning effort. Glen Nash (OCIO-PSCD) said that the CAPSCOM project is meant to address statewide systems and not specific facilities, and that the information gathered by Gartner would probably not yield information pertaining to specific business processes of individual state agencies. Robert Samaan (Cal EMA) said that the logical place to start a business process review is the TWG and the PSRSPC. He said that the CAPSCOM project could be used as an informational reference, depending on the information that is gathered.

Additional Updates

Senate Bill 828

Robert Samaan (Cal EMA) gave an update on SB 828. There are many authors currently working together on this bill, but it looks like it will not go through this year unless it gets tacked on to another bill during this legislative session. One of the important components to this bill is that it removes the PSRSPC requirement to do an annual report to the legislature.

Glen Nash (OCIO-PSCD) said that the OCIO has been working closely with Cal EMA on the language in SB 828. He also mentioned that the version of the bill that was provided in the meeting packets is not the current version. Robert Samaan (Cal EMA) said that Cal EMA will send around the latest version of the bill for PSRSPC members to look at. He said an important aspect of this bill is that it would codify the California Statewide Interoperability Executive Committee (CalSIEC).

Public Comments

There were no public comments.

Next Meeting and Adjourn

Robert Samaan (Cal EMA) closed the meeting and thanked everyone for their hard work, including Michael Crews and the new interoperability staff. The next meeting of the PSRSPC is scheduled for December 15, 2009, tentatively from 1:00 to 3:00 p.m.

Attendance

PSRSPC Executive Members:

Center for Collaborative Policy

Sarah Rubin, Facilitator

Sue Woods, Facilitator

Tyler Block, Recorder

Attendees: